

RESOLUTION NO. 48, 2010

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TERRE HAUTE, INDIANA:

WHEREAS, There are insufficient funds in a certain account of the Controller's budget to meet current and anticipated expenditures within said Department, and,

WHEREAS, There are surplus funds in another account of the same budget, said Account being within the appropriation heretofore made for the use of said Department.

BE IT THEREFORE RESOLVED: That the following transfer be made in the Account heretofore appropriated for the use of said Department:

FROM: #0101-0005-02-421.010	TO: #0101-0005-01-412.160
Office Supplies \$627.53	Sr. Financial Analyst \$627.53
<b>Total \$627.53</b>	<b>\$627.53</b>

Introduced by: \_\_\_\_\_ George Azar, Councilman

Passed in open Council this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_ Neil Garrison, President

ATTEST: \_\_\_\_\_ Charles P. Hanley, City Clerk

Presented by me to the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_ Charles P. Hanley, City Clerk

Approved by me, the Mayor, this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_ Duke A. Bennett, Mayor

ATTEST: \_\_\_\_\_ Charles P. Hanley, City Clerk

# REQUEST FOR TRANSFER OF BUDGETED FUNDS

(For Approval by Mayor, Controller, and City Council)

This form is to be used when the requested transfer is between two major classifications.

DEPARTMENT or FUND: Controller

DATE: 12/14/10

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	0101-0005-02-421.010	Office Supplies	\$ 627.53
TO:	0101-0005-01-412.160	Sr. Financial Analysts	\$ 627.53

FROM: \_\_\_\_\_ \$ \_\_\_\_\_

TO: \_\_\_\_\_ \$ \_\_\_\_\_

FROM: \_\_\_\_\_ \$ \_\_\_\_\_

TO: \_\_\_\_\_ \$ \_\_\_\_\_

FROM: \_\_\_\_\_ \$ \_\_\_\_\_

TO: \_\_\_\_\_ \$ \_\_\_\_\_

Total Amount to Be Transferred \$ 627.53

Department Head Approval:  
(Forward to Mayor)

Leslie A. Ellis  
Signature

Date: 12/14/10

Mayoral Approval:  
(Forward to Controller)

De A. Brown  
Signature

Date: 12-14-10

Controller Approval:  
(Forward to the Legal Department)

Leslie A. Ellis

Date: 12/14/10

Received by Legal:

RECEIVED

Resolution # 48

Date DEC 13 2010

**DEPARTMENT HEAD:** Please attach a memorandum briefly detailing the need for this resolution. Such information should include the specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.

# Memo

**To:** Mayor Bennett  
**From:** Leslie Ellis  
**CC:** Chou-ii Lee  
**Date:** 12/14/2010  
**Re:** Controller's Department Transfers

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This request is to transfer money into the Senior Financial Analyst position for back pay based upon the 2.1% increase. This line item was overlooked because the employee has taken another position and is no longer employed by the City of Terre Haute. No new money is being appropriated, it is simply a transfer from Office Supplies.

Please contact me if you have any questions.

Sincerely,

Leslie Ellis